



The Denver Foundation

JOB TITLE: Belonging Colorado Program Lead

REPORTS TO: Senior Director of Partnership, Policy, and Learning

FLSA STATUS: Exempt

POSITION SUMMARY:

The Belonging Colorado Program Lead will be the project manager and leader of a new state-wide initiative, a new special fund housed at The Denver Foundation. The position will lead the launch of this new initiative, including developing the body of work that will impact belonging and inclusion across Colorado. In the first phase of its work, the Belonging Colorado Program Lead will support activities such as place-based grantmaking, working in partnership with a national technical assistance and training curriculum, creating the program's learning and evaluation initiative, and identifying opportunities for social entrepreneurship. The position partners with The Denver Foundation staff, local and national funders, and leaders working in the areas of belonging and inclusion.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS

Belonging Colorado Fund Duties

- Serve as the lead project manager of a new state-wide initiative that involves grantmaking, training, communications, and partnerships.
- Work under the direction of the Senior Director of Policy, Partnerships, and Learning at the foundation, including working closely with Belonging Colorado fundholders.
- Work alongside a complex set of local and national implementation partners to help shape and manage the execution of programs.
- Communicate project status, including decisions, risks, and open questions, to key-stakeholders.
- Lead and orchestrate the planning and development of key events and meetings, ensuring they align with desired outcomes.
- Lead internal and external reporting on the initiative's progress and outcomes.
- Support relationship development with other potential funders and lead reporting to collaborating funders.
- Cultivate and develop relationships with an extended set of community partners and stakeholders across the state.
- Work collaboratively with partners to conceptualize, define, and enhance innovative ideas in alignment with the initiative's priorities. Take stock of how Belonging Colorado is unfolding against the intended design and iterate with partners as the work unfolds.

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- Inspire trust and cultivate strong, positive, and productive relationships with all parties involved in the work.
- Identify opportunities for process improvement and efficiency in program implementation.
- Be a resource to speak publicly at events and with the media.

Departmental Collaboration and Engagement:

- Collaborate with other Impact Group colleagues and Communications staff to tell stories of impact for the community and donor-specific reporting.
- Collaborate with Operations and Gifts and Grants to ensure a timely build-out grantmaking process, including reporting and evaluating directed and competitive grants.

Fundraising and Donor Services:

- Steward Belonging Colorado fundholders to provide excellent customer service and hands-on, personalized support in their philanthropy.

Belonging Colorado Fund Grantmaking and Nonprofit Relationship Management:

- Coordinate funding cycles and process management for designated high-touch special funds. This includes responding to grant cycle inquiries, proposal review, follow-up discernment, providing funding recommendations, coordination of approval and declination, and committee management.
- Conduct due diligence on applicants, including reviewing and analyzing grant proposals and, if appropriate, site visits. Develop and produce written summaries and recommendations if requested by the donor.
- Nonprofit/grantee relationship management. This includes but is not limited to maintaining relationships with grantees, assessing annual progress, and making recommendations, when needed, on course corrections.
- Participate with colleagues and donors to refine protocols for grant review, including developing, documenting, and maintaining internal systems for grants portfolio under purview.
- Engage with various constituents and Policy and Engaged Learning directors to accomplish policy, community engagement, and evaluation strategies.

REQUIRED QUALIFICATIONS:

- At least five years of experience managing complex initiatives and programs with multiple partnerships and a distributed model to advance work.
- Background in starting new initiatives, implementing new ideas, and working with ambiguity productively.
- Experience in the social impact sector.
- Experience working with community and government organizations.

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- An ability to build trusted relationships and effectively communicate needs across lines of difference.
- An entrepreneurial spirit.
- Embodies a spirit of inclusion and belonging.
- Strong active listening skills.
- Excellent oral and written communication skills
- Strong organizational and time management skills
- Excellent attention to detail
- Experience in community building and working with people of different backgrounds, including cross-cultural experience and helping groups find common ground.
- An unwavering commitment to racial equity.

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles and a hybrid work schedule. Travel across the state of Colorado and across the metro Denver region to meet with key partners is a requirement of this job. The position will occasionally be asked to staff weekend and evening events.

PHYSICAL DEMANDS:

- Daily communication via phone and zoom
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional carrying of objects up to 20 pounds
- Regular group and public speaking
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time, exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$110,000 to \$140,000, depending upon experience.

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THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

JOB DESCRIPTION STATEMENT:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

Signature:

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